



City of Santa Clara

Building Division
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov

Building Division: 408-615-2440

Email: Building@santaclaraca.gov

Permit Center: 408-615-2420

Email: PermitCenter@santaclaraca.gov

Automated Inspection Scheduling System: 408-615-2400

BUILDING DIVISION COMPLETE THIRD PARTY REVIEW REQUEST

PLAN CHECK NUMBER: BLD20_____ Date of request: _____

Building address: _____ Type of construction: _____

Proposed work: _____ Type of occupancy: _____

A Third Party Review may be used to perform complete plan review for Building Division on a project containing major improvements/ alterations or new construction. The City approved Third Party Review Agency should be contracted to review all on-site construction related codes applicable to the project, including but not limited to, structural, architectural, energy, mechanical, electrical, plumbing, civil, acoustical, FEMA, etc.

Third Party Plan Check Agency: _____

Third Party Building Plan Checker Name: _____

Third Party MEP Plan Checker Name: _____

The City will review the qualifications of the above plan checkers prior to approving the Third Party Review request.

Name of applicant (print): _____ Telephone #: _____

Signature: _____ Date: _____

By signing this request, the applicant is confirming the knowledge of the following:

1. Third Party Review Agency only performs code review for Building Division. All other City departments' approvals are still required prior to permit issuance.
2. Two additional sets of plans/documents are required for the 3rd party plan check agency.
3. When the 3rd party plan check is completed, two sets of approved stamped plans/documents will be submitted with the approval letter from the 3rd party agency to the Building Division for final review and processing prior to final Building Division approval. The processing may take five to fifteen working days.
4. The City is to receive the adjusted final plan check fees. The applicant shall pay the 3rd party plan check agency for their service directly.
5. Any substantial changes and/or revisions to the project after issuance of a building permit shall be submitted to the Building Division prior to review by the same third party plan check agency.

Approved by: _____ or Disapproved by: _____